



HUMAN RESOURCES & RISK MANAGEMENT DEPT.  
205 LAWRENCE STREET, MARIETTA, GA 30061  
AN EQUAL OPPORTUNITY EMPLOYER  
24-HOUR JOB LINE (770) 794-5571  
Web Site: [www.mariettaga.gov](http://www.mariettaga.gov)

## EMPLOYMENT OPPORTUNITY

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**JOB TITLE: POLICE SERVICES REPRESENTATIVE      JOB NUMBER: 10-26**

**DEPARTMENT:      POLICE**

**HIRING RANGE:      Pay Grade 108 (Not Exempt)      Entry Level:      \$13.72 – \$15.12/hour**

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### **12-HOUR NIGHT SHIFT WORK MAY BE REQUIRED**

**(Night shift may be primary, but day shift may be assigned.)**

#### **ESSENTIAL JOB FUNCTIONS:**

- Processes accident reports, incident reports and related forms by entering on computer, filing, making copies, sorting and checking for missing reports.
- Teletypes police messages to and from other agencies.
- Performs duties at the front desk including working the switchboard, dealing with citizens, bonding people out of jail, and processing paperwork.
- Assists general public in obtaining reports and information, and collects money for reports.
- Scans reports and operates microfilm viewer and printer.
- Assists administrative personnel in clerical duties by typing and answering phones.
- Assists with weekly payroll as needed.
- Answers phones and takes messages for officers.
- Verifies all information stored on GCIC by monitoring validation reports from GCIC, completes form letters on each entry, and writes supplementals to upgrade information.
- Verifies all GCIC/NCIC entries.
- Runs suspended/revoked licenses taken by officers through GCIC for status, completes forms and makes copies of reports and licenses, mails original to state and files copies.
- Runs criminal history checks.
- Monitors closed circuit TV system.



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**QUALIFICATIONS:**

- High school diploma or GED required.
- Minimum of two years experience in a clerical office position required. Experience in a police environment strongly preferred.
- Knowledge of Police department practices, policies, procedures, and administrative functions.
- Knowledge of police radio codes and signals.
- **Ability to type 35 cwpm with skill and accuracy. TEST REQUIRED AT TIME OF APPLICATION. TEST ADMINISTERED BY CITY HUMAN RESOURCES STAFF IN CITY HALL. APPLICATIONS RECEIVED WITHOUT A TYPING TEST WILL NOT BE CONSIDERED FOR THE POSITION. TYPING TEST MUST BE COMPLETED BEFORE THE CLOSING DATE noted below.**
- Ability to operate personal computer and MS software applications, and other applications as needed.
- Ability to pass Georgia Crime Information Center certification test.
- Ability to maintain confidentiality.
- Ability to operate a switchboard, police radio, typewriter, fax and other office machines.
- Ability to use maps, Atlas and other reference materials.
- Ability to interact with the public and co-workers in an effective and courteous manner.
- Ability to follow instructions.
- Ability to work any shift (required because department open 24-hours per day).
- Required to be a Notary Public
- Required to sign an Awareness Statement, which states that the employee can be fined or face criminal prosecution if incorrect information is released.

**REQUIREMENTS:** BACKGROUND INVESTIGATION INCLUDING CRIMINAL AND CREDIT HISTORY. SUCCESSFUL COMPLETION OF SIX-MONTH WORKING TEST PERIOD. TYPING TEST IS REQUIRED WITH 35 ACCURATE CWPM. **TYPING TEST REQUIRED IN ORDER TO BE CONSIDERED.** TEST WILL BE ADMINISTERED BY STAFF IN THE HUMAN RESOURCES DEPARTMENT IN CITY HALL WHEN APPLICATION IS RECEIVED. **TEST MUST BE COMPLETED BEFORE CLOSING DATE.** *Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.*

**CLOSING DATE:** **JUNE 9, 2010**



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